

## VOCA Reimbursement Expenditure Report Tip Sheet

VOCA is a cost reimbursement grant, so 1/12th or 1/4th billing is unallowable. Costs must be incurred within the specified grant period and must correlate with your approved budget.

Agencies are to submit their expenditure reports **monthly** or **quarterly**. Agencies must select one method (monthly or quarterly) and must adhere to this throughout the fiscal year. If there are significant delays in submissions, agency submissions will be reviewed quarterly.

Agencies that submitted budgets for more than one VOCA-funded program should submit **separate** expenditure reports for each program. Expenditure reports **must** be signed by the preparer of the expenditure report. Electronic signatures are acceptable.

VOCA expenditure reports must include a complete back-up documentation form and all backup documentation for all expenditures, both *VOCA* and *VOCA Match*. Back-up can include the following:

<b>A) Personnel:</b> Timesheets or payroll documents for all VOCA funded staff, match, and/or volunteers. All timesheets and payroll documents should clearly delineate VOCA time and pay.	<b>F) Travel:</b> Travel logs and employee expenses forms. This includes receipts for VOCA funded staff and match reimbursements for tolls, parking, and other expenditures. Out-of-state travel must be pre- approved by MOVA before reimbursement.
<b>B) Fringe:</b> Proof of payment for all fringe including payroll taxes. VOCA share of fringe invoices should be clearly indicated on any expenditure report.	<b>G) Contracts:</b> Invoice submitted by sub-contractor. This information should clearly indicate VOCA's share and specify: date of services, services provided and other related itemized costs. Sub-contracts must be pre-approved by MOVA before reimbursement.
<b>C) Consultant:</b> Invoice submitted by consultant. This information should clearly indicate VOCA's share and specify: date of service(s), number of hours work and services provide. Consultant contracts must be preapproved by MOVA before reimbursement.	<b>H) Other:</b> Invoices and any other backup documentation related to cost occurred in this category. Training costs must be pre-approved by MOVA before reimbursement.
<b>D) Office/Admin Supplies:</b> Receipts or invoices for <i>all</i> office/administrative costs. If costs are pro-rated, include an allocation spreadsheet that indicates the percentage of VOCA expenses.	<b>I) Indirect:</b> List the expenditure item(s) amounts (basis) used to determine the requested indirect, as well as the indirect rate percentage.
<b>E) Equipment:</b> A copy of the invoice for the purchased equipment as well as documentation as specified on page 20 in the VOCA Policies & Procedures.	

**Expenditure reports are due on the 15th of each month** (or the next business day if the 15th falls on a holiday or weekend). ***\*\*Electronic Submission to the mailbox below is preferred\*\****

Email: <a href="mailto:MovaFinance@MassMail.State.MA.US">MovaFinance@MassMail.State.MA.US</a>	Grant Name: Agency Code: Billing Month (ex: VOCA;ABCD;October 2018)
---	--

Consistent with the Commonwealth's policy, payments will be issued no later than **45 days** after the receipt of a **complete and error free expenditure report**. Payment status can be checked by accessing VendorWeb: <https://massfinance.state.ma.us/VendorWeb/vendor1.asp> and logging in with your Vendor Code and last 4-digits of your tax identification number.

Please contact your Grants Manager for any amendments to your approved budget. Amendments must be approved by your Grants Manager before any funds can be expended.